

Chapter 2.08**ADMINISTRATIVE OFFICES AND DEPARTMENTS****Sections:**

- 2.08.010 Title--Authority of City Manager.**
2.08.020 Offices, Departments, divisions of departments, and office/department heads established.
2.08.030 City Manager Pro Tempore.

Section 2.08.010 Title--Authority of City Manager.

This chapter shall be known as the administrative regulations of the City and may be referred to as such. The departments, divisions of departments, and department heads set out in this chapter shall constitute the administrative organizational structure of the City, and shall be under the control and direction of the City Manager, in accordance with the provisions of the City Charter. (Prior code § 2.18)

Section 2.08.020 Offices, Departments, divisions of departments, and office/department heads established.

The following departments and department heads are established:

- A. The City Manager's Office, the head of which shall be the City Manager;
- B. The Community Development Department, the head of which shall be the Community Development Director. The Planning Director shall be the head of the Planning Division of the Community Development Department;
- C. The City Clerk's Office, the head of which shall be the City Clerk;
- D. The City Attorney's Office, the head of which shall be the City Attorney;
- E. The Police Department, the head of which shall be the Chief of Police;
- F. The Fire Department, the head of which shall be the Fire Chief;
- G. The Public Works Department, the head of which shall be the Public Works Director;
- H. The Public Utilities Department, the head of which shall be the Public Utilities Director;
- I. The Parks, Recreation and Community Services Department, the head of which shall be the Parks, Recreation and Community Services Director;
- J. The Library Department, the head of which shall be the Library Director;
- K. The Museum Department, the head of which shall be the Museum Director;
- L. The Airport Department, the head of which shall be the Airport Director;
- M. The General Services Department, the head of which shall be the General Services Director;
- N. The Development Department, the head of which shall be the Development Director;
- O. The Human Resources Department, the head of which shall be the Human Resources Director;
- P. The Information Systems Department, the head of which shall be the Information Systems Director. (Ord. 6832 § 1, 2005; Ord. 6806 § 3, 2005; Ord. 6683 § 1, 2003; 6140 § 1, 1994; Ord. 6064 § 1, 1993; Ord. 5596 § 1, 1987; Ord. 5591 § 1, 1987; Ord. 5530 § 1, 1987; Ord. 5119 § 1, 1983; Ord. 4931 § 1, 1981; Ord. 4164 § 1, 1974; Ord. 3815 § 1, 1971; prior code § 2.19)

Section 2.08.030 City Manager Pro Tempore.

In accordance with Section 603 of the City Charter, the City Manager shall appoint, subject to the approval of the City Council, one of the other officers or department heads of the City to serve as City Manager Pro Tempore.

The position and class title of Assistant City Manager is created hereby. The Manager Pro Tempore shall hold the position and bear the class title of Assistant City Manager. The Assistant City Manager shall perform such duties as may be assigned by the City Manager. He shall act as Manager Pro Tempore during any temporary absence or disability of the City Manager.

The position and class title of Assistant City Manager shall be included in the salary resolution and provision shall be made for the payment of such salary as may be designated by the salary resolution. Such salary shall be in addition to the regular monthly compensation of the officer or department head who is also Assistant City Manager and Manager Pro Tempore. (Ord. 6393 § 2, 1997; prior code § 2.20)